

7 August 1980

MEMORANDUM FOR: See Distribution

VIA:

Chief,

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FROM:

[REDACTED]

[REDACTED]

SUBJECT:

Retirement of Records Related to the HSCA Investigations

1. On 3 June the Archivist of the United States designated the CIA's House Select Committee on Assassinations (HSCA) records as permanent (see attached). The Senate Select Committee on Intelligence did not raise any questions concerning this OLC records control schedule amendment during the 60-day period established for them to do so. With these aspects of the records scheduling process out of the way we now can begin the actual retirement of the HSCA-related records.

2. As it stands now the entire HSCA collection will be retired to the Agency Archives and Records Center (AARC) under two job numbers to be assigned to OLC - one for paper records and one for film. For lack of a better method, arrangements have been made with the AARC to permit each component individually to send its records there where they will be consolidated.

3. To begin the process each component will need to provide me with a count of the number of boxes that will be retired. (Cubic foot records boxes for paper records; one-half cubic foot boxes for film) With these figures I will be able to process the necessary paper work and assign box numbers by component. Using the assigned job and box numbers, each component should fill out a form 4034A (shelf list) and send the original to me. I will see that all component lists are melded and entered into the Archives and Records Center Inventory System. Those of you who are not familiar with this process should contact your component records management officer.

4. If each of you can provide me with the volume figures by 22 August we should be able to retire the bulk of the material in short order. Replies and questions should be directed to me on extension [REDACTED]

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Attachments

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Approved For Release 2002/08/15 : CIA-RDP86-00895R000100100025-6

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REQUEST FOR RECORDS DISPOSITION (OPTIONAL)  
 Approved For Release 2002/08/15 : CIA-RDP86-00895R000100100025-6  
 (See Instructions on reverse)

JOB

TO: GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)

Central Intelligence Agency

2. MAJOR SUBDIVISION

Office of Legislative Counsel - (08-76)

3. MINOR SUBDIVISION

NCI-263-80-1

DATE RECEIVED

June 3, 1980

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be retained by the ~~STATION~~ ARCHIVIST.

**NOT REQUIRED FOR APPROVAL OF  
PERMANENT RETENTION OF RECORDS**

Date

Archivist of the United States

## 6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

STATION

DATE

5/23/80

E. TITLE

Associate Records Management Officer

7. ITEM NO.	6. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<b>MATERIAL HELD BY CIA RELATING TO THE HOUSE SELECT COMMITTEE ON ASSASSINATIONS INVESTIGATIONS</b>  Consists of all substantive documents and other materials created or reviewed as the result of inquiries made of the CIA by the House Select Committee on Assassinations (HSCA) during its investigations into the deaths of President Kennedy and Martin Luther King. The collection includes all CIA files requested for review, documents generated by the HSCA as the result of its reviews, correspondence exchanged between the CIA and the HSCA, and pertinent supporting documentation. The bulk of the collection consists of CIA files reviewed by the Committee and is primarily in the form of 16mm roll film produced, stored, and inspected in accordance with Federal standards for archival microfilm. The microfilming was done in those instances when it was necessary to return the paper files to their original locations. (Each paper file microfilmed will be maintained or disposed of in accordance with approved records control schedules covering the record series of which the file is a part.)  a. Silver original 16mm microfilm produced, stored, and inspected in accordance with Federal standards for archival microfilm.		

103-107

STANDARD FORM 115

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## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	JOB NO. NCI-263-89-1	SAMPLE OR JOB NO.	10. 2 ACTION TAKEN
	b. Textual records not contained in "a" above.  Permanent. Records to be retained in the Agency Archives and Records Center. Not to be opened without the concurrence of the Legislative and General Counsels.  Records will be offered for transfer to the National Archives and Records Service when national security considerations permit.			
	Initial inspection of item 1a microfilm will be conducted as required by 41CFR 101-11.507-2, at 2 year intervals from the approval date of this records disposition request.			
STATINTL	Amendments to this schedule concurred in by  [redacted] and R C Tagge/NARS-NCD, 6/04-05/80.			

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A

Revised 1-1-72

Prescribed by General Services

Admistrative Office

FPMR (41 CFR) 101-11.4

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OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	Approved For Release 2002/08/15 : CIA-RDP86-00895R000100100025-6		DISPOSITION INSTRUCTIONS
		FILE IDENTIFICATION NUMBER	VOLUME	
	18	MATERIAL HELD BY CIA RELATING TO THE HOUSE SELECT COMMITTEE ON ASSASSINATIONS INVESTIGATIONS		
		<p>Consists of all substantive documents and other materials created or reviewed as the result of inquiries made of the CIA by the House Select Committee on Assassinations (HSCA) during its investigations into the deaths of President Kennedy and Martin Luther King. The collection includes all CIA files requested for review, documents generated by the HSCA as the result of its reviews, correspondence exchanged between the CIA and the HSCA, and pertinent supporting documentation. The bulk of the collection consists of CIA files reviewed by the Committee and is primarily in the form of 16mm roll film produced, stored, and inspected in accordance with Federal standards for archival microfilm. The microfilming was done in those instances when it was necessary to return the paper files to their original locations. (Each paper file microfilmed will be maintained or disposed of in accordance with approved records control schedules covering the record series of which the file is a part.)</p> <p>a. Silver original 16mm microfilm produced, stored, and inspected in accordance with FPMR 101-11.506.</p> <p>b. Textual records not contained in "a" above.</p>	<p>Permanent. Records to be retained in the Agency Archives and Records Center. Not to be opened without the concurrence of the Legislative and General Counsels</p> <p>Permanent. Records to be retained in the Agency Archives and Records Center. Not to be opened without the concurrence of the Legislative and General Counsels</p>	

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